

Village of Debden Job Posting

Casual Office Assistant

The Village has an opening for a Casual Office Assistant. Although this is a Casual position, it may lead to a part time position with guaranteed hours.

Start Date: When filled

Application Deadline: April 5, 2019 or until suitable applicant is found

Qualifications:

- Grade 12
- Criminal Record Check
- Bondable
- Computer Skills
- Ability to work unsupervised
- Microsoft Office Experience and basic bookkeeping skills would be an asset.

Resumes, may be mailed, emailed or dropped off at the Village Office.

Village of Debden

204-2nd Ave East

Box 400, Debden Sk. S0J0S0

villagedebden@sasktel.net

For more information contact Tamara Couture at the Village Office (306)724-2040.